

# **DIGITAL SCHOOL LEARN HERE**

**Step by Step guide on how to use the app  
- Word to create a poster**

# How to use Word to create a Poster – Page 1

First, you will need to go to Search Bar and search for 'Word' to check you have the app available.  
If not Download Office 365 using your GLOW account.

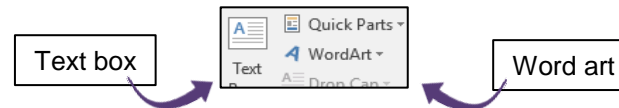
APP ICON



## STEP 1 - Page Layout

To get started, open a new blank Word document. Click the **Page Layout** tab to set the poster's size margins. Click the **Margins** and **Size** icons in the Ribbon to set these as needed. If you don't want margins, click **Custom Margins** at the bottom of the Margins drop-down menu and set each margin to **0**

- To use a custom page size, click **More Paper Sizes** at the bottom of the Size drop-down menu and specify the height and width you want, which is measured in inches.

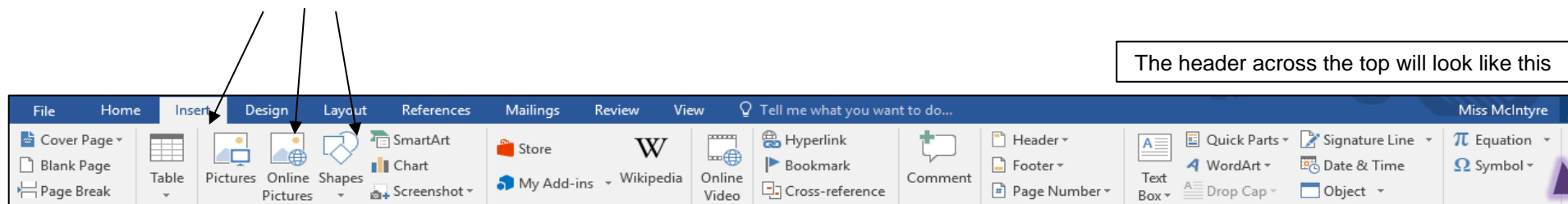


## STEP 2 - Add 'Text' or 'Word Art'

If you want to insert text you must insert a text box to do this, click on the 'Insert' tab at the top of the window. Select text box, in here you can type your information and facts etc. To add word art you do the same but click 'Word Art' this has a blue 'A' icon like this.

## STEP 3 - Add pictures, online pictures or shapes

If you want to insert 'Pictures', 'Online Pictures' or Shapes, or any other graphic, click on the 'Insert' tab at the top of the window. Once you have your shape or picture, you can add a border or edit it however you want in the 'Format' tab.



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### STEP 4 - Adding Backgrounds

A white background is more friendly to your printer's ink supply, but if you want to get people's attention, a coloured background works better. While Word does have a background colour option, this won't be visible when you print it. Alternatively, you can use an image as a background or even a tilled image.

- To add a colour background, click the **Insert** menu, select **Shapes** and then click the **Rectangle**.
- Drag the cursor over the entire page and then right-click the shape to change its fill and outline colors. In our example, we're using a Gradient, which is an option in addition to colors that's available when you click **Fill**.
- Once the shape looks the way you want, right-click it again, click **Send to Back** and then select **Send Behind Text**. Note that if you're using a dark background, you may need to change the font color to something light.

### STEP 5 - Printing and exporting

When you're finished the poster, press **Ctrl-S** to save it. If you're sending the poster to a commercial printer, make sure that there isn't any text too close to the edges. You should usually leave a 1/4-inch space around the edges to account for bleed during the printing process.

To export the poster as a PDF, click the **File** menu and select **Export**.

To print the poster, click the **File** menu and select **Print**.

Note that most home printers won't print to the edge of the paper, so you will have to accept a thin white border around the poster, or trim the poster yourself.

Depending on the device you are using either  
SCAN this QR code or CLICK the QR code to  
open the Step by Step video

